

State Certified Used Oil Collection Centers, Including Site Visit Requirements and Forms

Introduction	The California Oil Recycling Enhancement Act requires oil manufacturers to pay sixteen cents (\$0.16) for each gallon of lubricating oil sold for use in California. Certified collection centers, registered industrial generators, and registered curbside collection programs are eligible to receive the sixteen cents (\$0.16) oil recycling incentive for each gallon of used lubricating oil recycled.
In this chapter	<p>This chapter contains the following sections:</p> <ol style="list-style-type: none">1. Overview of state certified used oil collection centers;2. Certified center site visit requirements, including site visit forms;3. Process for becoming a certified center;4. Overview of registered curbside collection programs;5. Overview of registered industrial generators; and6. Appendix – Resources to assist Collection Centers and your used oil recycling program
More information	For more information, please contact the CIWMB. The CIWMB has certified center representatives for each County. Please see the Used Oil Certification County Assignment table at the chapter end.
1. Overview of State Certified Used Oil Collection Centers	
Definition of state certified used oil collection center	The CIWMB certifies entities as used oil collection centers. These entities provide Californians with convenient places to recycle used lubricating oil. The state certified used oil collection centers (certified centers) accept used lubricating motor oil from the public at no charge, and offer the sixteen cents (\$0.16) per gallon incentive. The certified centers are reimbursed by the CIWMB sixteen cents (\$0.16) for each gallon they collect from the public, and for each gallon they generate as part of their business. Many types of facilities can be certified centers. The possibilities include gas stations, oil change establishments, retail stores, auto part stores, ABOP and HHW facilities, municipal facilities such as corporation yards, transfer stations or fire stations, automobile dealerships, school auto shops, etc.
Importance of certified centers	Certified centers play a vital role in used oil and filter recycling efforts. Most jurisdictions do not have the resources and staff to establish and operate used oil collection centers in the numbers and locations to provide the best service to the public.

Community Benefits

Certified centers benefit your community by:

- Providing residents with convenient locations to recycle oil and filters;
- Providing a recycling option for residents that prefer utilizing collection centers not operated by the government;
- Providing residents that do not have a curbside used oil collection program with a recycling service;
- Educating residents about recycling used oil and other household hazardous waste (HHW); and
- Qualifying your agency for Block Grant funds by satisfying the California Oil Recycling Enhancement Act's requirements.

Businesses benefit

Businesses benefit from being certified by:

- Increasing sales opportunities from additional customers who bring in used oil for recycling;
- Receiving the recycling incentive. The certified centers receive sixteen cents (\$0.16) for each gallon they collect from the public, and for each gallon they generate as part of their business. In addition, the public may donate the recycling incentive to the certified center;
- Receiving "Indemnification" for contaminated oil. In the rare event certified centers receive contaminated oil, the certified center can be reimbursed up to five thousand dollars (\$5,000) once a year by the CIWMB for the additional disposal costs;
- Forming partnerships with local governments. Such support can include purchasing storage tanks and/or drums for the oil and filters collected or placing advertisements for the centers;
- Free advertising on the CIWMB's website, Earth's 911 website and 1-800-CLEANUP;
- Demonstrating their commitment to the environment; and
- Providing their customers with a valuable public service.

Why assist certified centers

Assisting the certified centers will help ensure they continue to be certified and provide residents with convenient locations to recycle oil and filters. Advertising or purchasing equipment for certified centers may help them. Certified centers are required to advertise at least twice per year. Since this requirement may prevent some businesses from becoming certified, Grantees are encouraged to advertise for their certified centers. Below are the requirements.

Certified Center Advertisement Requirements

1. Name, address, and operating hours of center.
2. Indicate used lubricating oil is accepted at no charge.
3. Indicate they will offer the sixteen cents (\$0.16) a gallon. Recycling incentive (or a CIWMB approved coupon).
4. Advertise at least twice per year.

Tip for used oil filter recycling

The CIWMB does not provide a recycling incentive for certified centers to collect used oil filters from the public. However, Block Grant funds can be used to assist certified centers with used oil filter recycling costs. Please see Chapter 13 – Used Oil Filters for more information.

Block Grant funds can be used

Block Grant funds can be used to assist the certified centers. Please see Chapter 5 – Eligible and Ineligible Expenditures or contact your Grant Manager for more information.

When advertising for Certified Centers, please see Chapter 6 Publicity & Education for publicity and outreach requirements.

2. Certified Center Site Visit Requirements

Visiting certified centers is important

Certified centers are a critical component to a successful used oil and filter recycling program. Staff at these certified centers might be the only contact that residents have with your program. The best way to ensure operators are knowledgeable of program requirements, and have the tools they need to provide the best service to your jurisdiction, is to perform site visits. Grantees are encouraged to visit each certified center in their jurisdiction once every twelve months.

At a minimum, Grantees must visit the number of certified centers that qualify them to participate in the Block Grant program once every twelve months (e.g., jurisdictions with four hundred fifty-thousand (450,000) people require 5 certified collection centers).

Site Visit Goals

The goals of site visits are to:

- Develop positive, lasting working relationships with the certified centers;
- Ensure that center operators are knowledgeable of program requirements;
- Ensure they have tools they need to provide the best service to your jurisdiction;
- Provide outreach and assistance to the certified centers;
- Develop opportunities to promote the certified centers, and give them the option of participating in local program efforts; and
- Work with certified centers to track the amount of oil and filters they collect from the public. This will help Grantees determine areas for target outreach and provide Grantees with information required in the Progress Reports.

Site visit forms	<p>Certified Center Site Visit Forms, including instructions, can be found at the end of this section or downloaded from http://www.ciwmb.ca.gov/HHW/Forms.</p> <p>The CIWMB developed an individual and a compilation Certified Center Site Visit Checklist Form. The individual form is for one site visit while the compilation form is for three site visits.</p> <p>Please submit site visit forms to your Grant Manager no later than (thirty) 30 days after the site visit. This allows CIWMB staff to follow up if there has been any change in operation of the center. CIWMB staff is also available for site visit training.</p>
Obtaining forms and signs	<p>Grantees may duplicate any required forms as necessary. Copies are also available on the Used Oil website at http://www.ciwmb.ca.gov/HHW/Forms/default.htm.</p> <p>A list of certified collection center signs and program materials available to certified center operators is included at the end of this section.</p>
Process for becoming a certified center	<p>The basic requirements for certified centers are that they must accept used lubricating oil from the public at no charge during business hours, offer the sixteen cents (\$0.16) per gallon recycling incentive, and display the CIWMB's Certified Used Oil Collection Center Sign. The steps are:</p> <ol style="list-style-type: none"> 1. An application (CIWMB Form 29) is submitted to the Certification/Registration Unit, and CIWMB staff determines eligibility. The registration application is available on the Used Oil website at www.ciwmb.ca.gov/HHW/Forms/. 2. If eligible, the Certification/Registration Unit certifies the site and notifies the operator via letter. 3. Upon certification, the certified center operator or designee is eligible to receive the reimbursement (the oil recycling incentive). <p>Every two years the certified center needs to be re-certified. The CIWMB staff sends out re-certification documents.</p>
Process for reimbursing certified centers	<p>To be reimbursed for recycling used oil, certified centers must submit a completed Used Oil Recycling Incentive Payment Claim/Report Form, which is available on the Used Oil website at www.ciwmb.ca.gov/HHW/Forms/.</p>

ALL claims must be submitted to the CIWMB no later than forty-five (45) days following the end of the quarter within which the used lubricating oil is hauled to a certified recycling facility. Please refer to the following schedule for dates.

If your used oil was hauled between:	The last day you may file a claim is:
January 1 – March 31	May 15
April – June 30	August 14
July 1 – September 30	November 14
October 1 – December 31	February 14

4. Overview of Registered Curbside Collection Programs

Definition of registered curbside collection programs

The CIWMB registers curbside collection programs. Curbside collection programs are eligible to receive the sixteen cents (\$0.16) per gallon oil recycling incentive. Curbside collection programs are reimbursed for used lubricating oil collected at the curb. Curbside collectors must transfer used oil to a certified recycling facility by a registered used oil hauler.

Additionally, registered curbside collection programs receive “Indemnification” for contaminated oil. In the rare event they receive contaminated oil, the registered curbside collection operator can be reimbursed up to five thousand dollars (\$5,000) once a year by the Board for the additional disposal costs.

Process for becoming a registered curbside collection program

To become a registered curbside collection program a jurisdiction must collect used lubricating oil from the public at the curbside. The steps are:

1. An application (CIWMB Form 30) is submitted to the Certification/Registration Unit, and CIWMB staff determines eligibility. The application is available on the Used Oil website at <http://www.ciwmb.ca.gov/HHW/Forms/>.
2. If eligible, the Certification/Registration Unit registers the program and notifies the operator via letter.
3. Upon registration, the registered curbside collection program operator is eligible to receive the reimbursement (the oil recycling incentive).

**Process for
reimbursing
curbside
collection
programs**

Once eligible, a claim for reimbursement is submitted to the Accounting Claims Unit at the CIWMB. To receive the payment of the recycling incentive ALL claims must be submitted to the CIWMB no later than forty-five (45) days following the end of the quarter within which the used lubricating oil is hauled to a certified recycling facility. Please refer to the following schedule for dates. (This information also appears on the claim form, item #5.)

If your used oil was hauled between:	The last day you may file a claim is:
January 1 – March 31	May 15
April – June 30	August 14
July 1 – September 30	November 14
October 1 – December 31	February 14

**Using Block
Grant funds**

Block Grant funds can assist curbside collection programs. Please see Chapter 5 on Eligible and Ineligible Expenditures.

**Definition of
registered
industrial
generator**

5. Overview of Registered Industrial Generators

The CIWMB registers industrial generators that are eligible to receive the sixteen cents (\$0.16) per gallon oil recycling incentive. Any entity that purchases and uses lubricating oil for equipment owned or used by that entity may be a registered industrial generator. The possibilities include local governments, schools, and business. An industrial generator's day-to-day business operations must include:

1. Utilizing automobiles, buses, trucks, planes, trains, heavy equipment, or other machinery powered by an internal combustion engine;
2. Changing the lubricating oil in these vehicles or heavy equipment; and
3. Transferring used oil to a certified recycling facility by a registered used oil hauler.

**Process for
becoming a
registered
industrial
generator**

If the business meets the day-to-day operations listed above, the steps to become a registered industrial generator are:

1. An application is submitted to the Certification/Registration Unit, and CIWMB staff determines eligibility. The application (CIWMB Form 30) is available on the Used Oil website at <http://www.ca.gov/HHW/Forms/>
2. If eligible, the Certification/Registration Unit registers the site and notifies the operator via a letter.

**Process for
industrial
generator
claims
reimburse-
ment**

3. Upon registration, the registered industrial generator operator or designee is eligible to receive the reimbursement (the oil recycling incentive).

Once registered as an industrial generator, a claim for reimbursement is submitted to the Accounting Claims Unit at the CIWMB. To receive the payment of the recycling incentive, claims should be submitted to the CIWMB according to the following schedule. (This information also appears on the claim form.)

If your used oil was hauled between:	The last day you may file a claim is
January 1 – March 31	May 15
April – June 30	August 14
July 1 – September 30	November 14
October 1 – December 31	February 14

6. Appendix – Resources to Assist Collection Centers and your Used Oil Recycling Program

Appendix includes:

- ❖ Used Oil Certification County Assignments (CIWMB staff to assist you)
- ❖ Certified Center Site Visit Checklist – Multiple Sites
- ❖ Certified Center Site Visit Checklist (one site)
- ❖ List of resources, forms, and signs available from CIWMB
- ❖ County contacts for “Where to Take that Contaminated Used Oil”
- ❖ Used Oil Hauler List
- ❖ Used Oil Filter Transporter List
- ❖ Frequently Asked Questions by Generators of Used Oil (potential collection centers)

Used Oil Certification-Registration County Assignments

Harley Thompson (Southern California & Corporations)	(714) 449-7071 hthompso@ciwmb.ca.gov	Glenn Gallagher (Northern California)	(916) 341-6464 ggallagh@ciwmb.ca.gov
Alan White (So. Cal. secondary contact)	(916) 341-6463 awhite@ciwmb.ca.gov	Judy Sheffield Claims Questions	(916) 341-6176 jsheffie@ciwmb.ca.gov

01-Alameda	G. Gallagher	30-Orange	H. Thompson or A. White
02-Alpine	G. Gallagher	31-Placer	G. Gallagher
03-Amador	G. Gallagher	32-Plumas	G. Gallagher
04-Butte	G. Gallagher	33-Riverside	H. Thompson or A. White
05-Calaveras	G. Gallagher	34-Sacramento	G. Gallagher
06-Colusa	G. Gallagher	35-San Benito	G. Gallagher
07-Contra Costa	G. Gallagher	36-San Bernardino	H. Thompson or A. White
08-Del Norte	G. Gallagher	37-San Diego	H. Thompson or A. White
09-El Dorado	G. Gallagher	38-San Francisco	G. Gallagher
10-Fresno	G. Gallagher	39-San Joaquin	G. Gallagher
11-Glenn	G. Gallagher	40-San Luis Obispo	H. Thompson or A. White
12-Humboldt	G. Gallagher	41-San Mateo	G. Gallagher
13-Imperial	H. Thompson or A. White	42-Santa Barbara	H. Thompson or A. White
14-Inyo	G. Gallagher	43-Santa Clara	G. Gallagher
15-Kern	H. Thompson or A. White	44-Santa Cruz	G. Gallagher
16-Kings	G. Gallagher	45-Shasta	G. Gallagher
17-Lake	G. Gallagher	46-Sierra	G. Gallagher
18-Lassen	G. Gallagher	47-Siskiyou	G. Gallagher
19-Los Angeles	H. Thompson or A. White	48-Solano	G. Gallagher
20-Madera	G. Gallagher	49-Sonoma	G. Gallagher
21-Marin	G. Gallagher	50-Stanislaus	G. Gallagher
22-Mariposa	G. Gallagher	51-Sutter	G. Gallagher
23-Mendocino	G. Gallagher	52-Tehama	G. Gallagher
24-Merced	G. Gallagher	53-Trinity	G. Gallagher
25-Modoc	G. Gallagher	54-Tulare	G. Gallagher
26-Mono	G. Gallagher	55-Tuolumne	G. Gallagher
27-Monterey	G. Gallagher	56-Ventura	H. Thompson or A. White
28-Napa	G. Gallagher	57-Yolo	G. Gallagher
29-Nevada	G. Gallagher	58-Yuba	G. Gallagher

* Harley Thompson assists the following certified collection centers that are operated by large corporations: AutoZone, Big O Tires, Bridgestone/Firestone, EZ Lube Inc., Grease Monkey, Kragen (CSK Auto), Oil Changer, Inc., Pep Boys, Pick-n-Pull Auto Dismantlers, Quality Tune-Up, Scher Tire Inc. dba, Goodyear, Jiffy Lube (A. Fanticola, Allied Lube, So. CA. Lube Centers & Pepper Tree), and Valvoline Instant Oil Change. Harley Thompson (714) 449-7071 and Alan White (916) 341-6463 are the Board's Southern California certification representatives. Glenn Gallagher (916) 341-6464, is the Board's Northern California certification representative. They are available to answer questions and help local jurisdictions manage their certified used oil collection centers.